

Petition Request



Enter term: Fall Spring Summer

Student Information:

Last Name	First Name	Student ID	Phone Number

Reason for petition request:

1. Provide a typewritten statement detailing why you are requesting an exception to college policy.
2. Provide documentation if applicable.

Note: Student will be charged a \$50.00 fee if the petition advances to the Petition Committee.

All required documents need to be submitted before the Petition Request can be processed.

Student Signature

Date

Student Achievement Specialist Signature

Date

Office Use Only

Student Services Department Review

Admission	Records and Billing	Financial Aid
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comment/Recommendation: _____ _____ _____ _____ _____ _____ _____ _____ Initials: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comment/Recommendation: _____ _____ _____ _____ _____ _____ _____ _____ Initials: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comment/Recommendation: _____ _____ _____ _____ _____ _____ _____ _____ Initials: _____

Action

- Approved Not Approved Referred to Petition Committee

Registrar Signature

Date

Petition Committee Action

- Approved Not Approved Approved with Conditions

List conditions and deadline(s), if applicable: _____

No action, comment: _____

Chief Academic Officer Signature

Date

Petition Request Procedure

Student / Student Achievement Specialist

1. **Student must be currently enrolled at CMN to submit a petition. Request must be applicable to current term.**
2. Student must meet with a SAS to initiate the Petition Request
3. The following items must be included in the Petition:
 - Completed Petition form
 - Other completed Form(s) (i.e. Course Withdrawal form, Grade Change, etc.)
 - Documentation, if applicable (i.e. Medical, Incarceration, and/or Personal)
 - Written Request from student.
 - Instructor's Signature or Comments, if applicable.
 - Current unofficial transcript.
4. The SAS will enter the student Petition information on the Petition Action Module (Common Drive/Student Services Department Folder/Petition Committee Action Module folder).

Department Review

1. The Petition Request will be forwarded to the Admissions, Financial Aid, and the Record and Billing's Coordinator for comment.
2. All comments/recommendation(s) will be noted on the form within one (1) business day upon receipt of the petition request. Each office must check a box, make comment(s) or recommendation(s) and initial in their respective areas.
3. Once completed, the petition request is returned to the Dean of Student Services

Department Action

1. If consensus is reached to approve the petition, the Registrar will likely approve the petition request. The petition request is turned into the Records and Billing office for action and the action logged on the Petition Module.
2. If one or more of the aforementioned offices do not approve the Petition Request, the petition will be referred to the Petition Committee for review. A fee is charged to the student for Petition Committee review.

Petition Committee

1. The Chief Academic Officer will forward the petition request to the Petition Committee, which meets every Thursday at 9:00 a.m.
2. The Chief Academic Officer will log the Petition Committee's determination on the petition module and submit petition form to the Registrar.
3. The Records and Billing Coordinator will place petition fee on the student's account.

Student Notification

1. The SAS will notify student of departmental review determination and/or Petition Committee action.